

DDA 76-6350

DD/A Registry

File 04M-1

22 December 1976

MEMORANDUM FOR: Associate Deputy Director for Administration  
Executive Officer, DDA

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Departure of Mr. Bush

Additional matters to be accomplished in connection  
with the departure of Mr. Bush:

a. Have tickets printed for admission  
to the award ceremony in the auditorium on  
Wednesday, 19 January. We can decide on the  
appropriate dissemination a little bit later.

b. When LSD responds with the price  
per person for the dinner on Monday, 24 Janu-  
ary 1977, have tickets printed up for that  
also.

c. Have a small program prepared both  
for the medal presentation in the auditorium  
on the morning of Wednesday, 19 January 1977,  
and for the dinner on Monday, 24 January 1977.  
As it pertains to the latter, I believe the  
sequence of events should be as follows:

Opening Remarks-----Mr. Knoche  
Brief Individual Comments-----Messrs. Blake, Wells,  
Stevens and Dirks  
Presentation of Flowers (Roses) to  
Mrs. Bush--we will decide later who will do this.  
Address by DDCI-----Mr. Knoche  
Remarks-----Mr. Bush ✓

/s/John E. Blake

John F. Blake

Orig - ADDA 1 - EO-DDA

1 - DDA Subject

1 - DDA Chrono

1 - JFB Chrono

DDA 76-6349

22 December 1976

MEMORANDUM FOR: Chief, Logistics Services Division, OL  
FROM : John F. Blake  
Deputy Director for Administration  
SUBJECT : Events in Connection with the Departure  
of the DCI

Attached is a copy of a Memorandum for the Record which, with some corrections, contains information on events currently being planned in connection with the departure of Mr. Bush. I would add the following comments to some of the material contained in paragraph 2:

a. When it comes to 2.a., it is possible this affair may be changed to the 15th of January. I will let you know soonest.

b. In connection with 2.b., the majority of the audience will be composed of Agency employees. It is possible, however, that certain senior individuals from the Community, PFIAB, and the Congress, plus a few personal friends of Mr. Bush may be invited. I will again let you know soonest.

c. As it pertains to paragraph 2.c., we will conduct this affair as we did for Mr. Colby. GSI should be asked to have punch and cookies.

d. Concerning 2.d., again, it will be about the same as we had for Mr. Colby. The new Director and his wife will be invited to attend. We will draw up a guest list and a seating chart and furnish them to you. Please let me know at your earliest convenience what

you would recommend for an entree and, to include drinks before dinner and wine with dinner, what the fee per person would be.

e. Concerning 2.f., please ensure we have a flag, standard, and plaque in the usual wooden box for presentation.

/s/ John F. Blake

John F. Blake

Att (DDA 76-6264)

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1 - JFB Chrono w/o att

DDA:JFBlake:der (22 December 1976)

17 December 1976

## MEMORANDUM FOR THE RECORD

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT: Amenities in Connection with Departure of DCI

1. The matter of both "events" and "awards" in connection with the departure of the DCI have been the subject of informal discussions among [REDACTED] and Messrs. McMahon, Evans and Blake. The following represents the consensus of their discussions.

2. As to "events" and "awards", and listed in sequential order, they are to be: \*\*\*

a. A reception in the Rendezvous Room on Wednesday, 12 January 1977, hosted by the National Foreign Intelligence Board (NFIB). The hours will be 5:30 to 7:30 p.m. At that time the DCI will be presented the National Intelligence Distinguished Service Medal (NIDSM).

b. On Wednesday, 19 January 1977, at 11:00 a.m., there will be a presentation in the Auditorium of the Distinguished Intelligence Medal (DIM) to the DCI. It would also be appropriate to present him, at that time, with the "gold bordered" entrance credential presented to former DCI's.

c. On Wednesday, 19 January 1977, between the hours 2:00 to 5:00 p.m., there will be an "Employees Reception" in the Rendezvous Room. Mrs. Bush will be invited to be present. Each Directorate will be given a specific time block to have its employees present to present their compliments.

\*Get up invitation list--NSC Staff, PFIAB, Congressional Committees -- Potter Steward & Powell

\*\* Could also be in auditorium

\*\*\* Talk to John. Try for 15 January 1977, Saturday night

\*\*\*\* Get citation up to Knoche.

d. On Monday, 24 January 1977, at 6:30 p.m., there will be a "Senior Officers Dinner" for the Director and Mrs. Bush. It is also proposed to invite the new Director and his wife. Physical constraints will hold attendance to a total of 65 people. A proposed guest list will be drawn up.

e. Mr. Ben Evans is handling directly with the White House the award of a National Security Medal (NSM) to the DCI.

f. A gift will be presented to the DCI at both the NFIB affair and the Senior Officers Dinner. In addition, at the Senior Officers Dinner, I will ask each Directorate to make a presentation of a gift of no great intrinsic value. We will also present an Agency plaque and flag. Messrs. McMahon and Blake will consult with [REDACTED] on appropriate gifts to consider.

STATINTL

g. Attention should be given to the development of a "farewell notice" to employees from the DCI and, additionally, a message to [REDACTED] foreign field personnel.

STATINTL

/s/ John F. Blake

John F. Blake

Distribution:

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STATINTL

DDA:JFBlake:der (17 December 1976)